

**LABORATORY CERTIFICATION STANDARDS REVIEW COUNCIL
DRAFT MEETING MINUTES FROM 02/11/99**

Attendance

Council Members: Mary Christie (Chair), Gilbert Williams (Vice-chair), David Kollakowsky, Bill Sonzogni, Bill Bruins, Debbie Cawley, and Russ Janeshek. Ruth Klee Marx was absent and excused.

DNR Staff: Jack Sullivan, Kerilynn Carden, Alfredo Sotomayor, Greg Pils and Dan Olson

Guests: Barb Burmeister (WSLH), Paul A. Harris (Davy Labs), Paul Junio (Test America), John M. Wiesinger (Madison MSD), R.T. Krueger and Ron Krueger (Northern Lake Service), Randy Thater (City of Waukesha WWTP), Art Lautenbach (Robert E. Lee and Associates, Inc.) and Laura Traas (Wisconsin DATCP).

Action Item Summary

- The previous meeting's minutes were approved.
- The Council approved the FY 2000 Laboratory Certification Budget.
- The Council suggested that the Department create a fact sheet outlining the FY 2000 Laboratory Certification Budget Proposal for attendees of the two Public Informational Meetings February 25th and March 4th.
- The Council suggested that the Department conduct further analysis of reference sample failures.
- The Council suggested that the Department move forward with plans to convert Laboratory Certification staff positions from current Limited Term Employees (LTE) to Full Time Employees (FTE). The Council agreed with the Department that this would help foster greater stability in the program.

Agenda Items

I. Approval of November 4th, 1998 Meeting Minutes

- A. A motion was made by the Council Chair to approve the November 4th, 1998 meeting minutes. Mr. Bruins seconded the motion, and the minutes were unanimously approved.

II. FY 2000 Laboratory Certification Budget Review

Jack Sullivan and Greg Pils gave an overview of the budget (in draft form) to be presented for approval at the March 24th Natural Resources Board meeting.

A. FY 2000 Budget Proposal

1. Total budget request of \$521,149.18, which is \$17,950.82 less than the maximum of \$539,100 allowed by the Legislature's approved spending authority
2. 1% increase over FY 99 budget
3. 84% of the budget is for staff salaries
4. The budget calls for the first increase in cost per Relative Value Unit (RVU) in two years
5. RVU cost will increase from \$37.50 to \$42.50.
6. Estimated impact on laboratory community:
 - FY 2000 fee increase of \$295 for a typical certified commercial laboratory
 - FY 2000 fee increase of \$70 for a typical registered wastewater treatment laboratory

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- B. A Motion was made by Mr. Kollakowsky that the Department create a fact sheet outlining the FY 2000 Laboratory Certification Budget Proposal for attendees of the two Public Informational Meetings February 25th and March 4th, addressing the following points:
- Proposal is less than the maximum allowed by the State Legislature
 - Laboratory Certification Staff received authorized state employee salary increases
 - No fee or RVU cost increase last year
 - Auditor time spent on outreach is increasing, which leads to less time available for auditing
- Mr. Williams seconded the motion and the motion carried unanimously.
- C. The Council Chair made a motion to support both the FY 2000 Budget Proposal and the Fee Schedule. Ms. Cawley seconded the motion and the motion carried unanimously.

III. Jack Sullivan informed The Council of the Department's 1998 selection of the Laboratory of the Year Awards for the small and large registered laboratories

- A. The Laboratory of the Year Awards recognize one small and one large registered laboratory that have gone beyond compliance of NR 149. The awards help raise awareness of the importance of the environmental laboratory. At the request of the Council, certified and "for profit" laboratories are not considered for the awards. Historically, recipients of the awards have been proud and honored to have been chosen.
- B. The awards will be presented at the March 24th Natural Resources Board meeting. This year's recipients are:
- Juneau Wastewater Treatment Plant, small registered laboratory, in Juneau, WI
 - Alliant Utilities, large registered laboratory, in Cassville, WI

IV. Kerilynn Carden presented the Department's analysis of reference sample enforcement actions

- A. The Department issued 70 reference sample enforcement actions (NON's and NOV's) between April 24th and December 8th, 1998. The 70 enforcement actions were distributed among the following groups of analytes:
- Metals, 28 enforcement actions
 - Wet chemistry, 27 enforcement actions
 - Volatile organic compounds and semi-volatile organic compounds, 15 enforcement actions
- B. The Council suggested that the Department conduct further analysis of reference sample failures including the following:
1. Separate failures by certified and registered laboratories
 2. Determine failure rate of each Test Category/Analyte to find which tests are the most problematic
 3. Mr. Sullivan should determine if the \$2000 budgeted for "Oracle System Maintenance" should be used to build new queries in Laboratory Certification's computer system to conduct this analysis

V. Jack Sullivan informed The Council about current program staffing issues, and proposed solutions to help improve program stability

- A. The Laboratory Certification Program currently has an allotment of 6.39 Full Time Employee (FTE) positions
1. Auditors: 5.5 FTE (five auditors in the Central Office, 0.5 auditor in the West Central Region)
 2. Support Staff: 0.5 FTE (Central Office)
 3. Laboratory Coordinator: 0.39 FTE (Central Office)

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- B. The Program currently has \$46,862.40 budgeted for Limited Term Employee (LTE) positions. Mr. Sullivan suggested a conversion from LTE dollars to one more FTE position in the Central Office, and 0.5 FTE in one of the Regions. This would increase FTE positions in the program to 7.89, which Mr. Sullivan would eventually like to round off at 8.0. This request would be submitted to the Wisconsin Department of Administration, and the process would take approximately one year.
1. Reasons to convert from LTE to FTE:
 - a) Documented, re-occurring work cannot be done by LTEs
 - b) Mr. Sullivan has documented at least one FTE of Central Office workload in the following areas:
 - Process and review incoming applications
 - Maintenance of Laboratory Certification's computer system
 - Reference sample management
 - Yearly billing of laboratories in the program
 - Submit and present yearly program budget to the Natural Resources Board
 - Editing / organization of *Lab Notes*
 - Manage Laboratory Certification's Worldwide Web Page
 - c) The money is already built into the budget
 - d) Conversion would increase program stability and consistency
 - e) Increase workload is probable if NELAP is implemented
 2. Alternative to LTE to FTE conversion: shift workload to auditors
- C. The Council made the following comments on Mr. Sullivan's proposal:
1. Constant change and inconsistency is not good for the program
 2. Preparation for the probable future of NELAP is important
 3. Conversion of LTE to FTE seems like an important move to make
 4. Shifting work to auditors would reduce the time the auditors spend on auditing
- D. **The Council suggested that Mr. Sullivan move forward with the conversion of LTE dollars to FTE positions.**

V. **Alfredo Sotomayor gave The Council a NELAP update**

*******See attachment*******

VI. **Future Meeting Date**

- A. **The next Certification Standards Review Council meeting was tentatively set for Thursday, May 20th, 1999.**
- B. The program will work with the Chair to set up the next meeting. The Council members should contact the Chair or Vice-chair to get items on the next meeting's agenda.
- C. A motion was made to adjourn by Mr. Kollakowsky, it was seconded by Mr. Sonzogni, and unanimously approved.